

EENS Job Risk Assessment

Name(s) of Risk Team Members: E. Fredrickson; W. Brown; D. Occhiogrosso; T. Sullivan; L. Satalino; S. Monteleone; M. Villaran; C. Conrad; C. Wirick; J. Madaia; B. Behrens	Point Value → Parameter ↓	1	2	3	4	5
Job Title: General Office Work (Filing, Computer Working, etc.) Job Number or Job Identifier: EENS-JRA-012 JRA Date:	Frequency (B)	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
Job Description: General Office Work such as computer work, filing, operating office machines, and attending meetings	Severity (C)	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training Procedures List (Optional): BNL level class IND-004 Video Display -	Likelihood (D)	Very Unlikely	Unlikely	Possible	Probable	Multiple
Approved by: Date: Rev. #: Draft	Reason for Revisions (if applicable):					Comments:
Stressors: Stressors that were quantified in the ratings below include: Work patterns that may include long hours, deadlines, high volume of work; Work environment where lighting and ventilation may impact work quality and comfort.						

			Before Additional Controls						After Additional Controls							
Job Step / Task	Hazard	Control(s)	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Computer work (typing/mouse), drafting; CAD design; desk work; phone use	Repetitive motion injuries	Ergonomic reviews of the work station design by SME, adjustable chairs, ergonomically designed keyboards and mouse, alternating tasks, work breaks, keyboard and mouse wrist cushions	N	1	5	3	3	45	Supervisor; Communication; re: ergonomic evaluations							

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	Eye strain	Proper lighting, glare screens Ergonomic reviews of the work station design by SME, adjustable chairs, alternating tasks, work breaks, document holder	N	1	5	2	3	30								
	Neck & Back strain from static posture	Ergonomic reviews of the work station design, adjustable chairs, work breaks, alternating tasks, speaker phones, head sets	N	1	5	2	3	30								
Manual office tasks – filing, copy machine, hole punches, staplers, sorters, collators, printers, label makers, and similar office equipment, light manual lifting of office supplies, water bottles and equipment; filing paperwork in cabinets and storage boxes, shredder	Neck or back strain/injuries from lifting, pushing, pulling, holding, carrying;	Work breaks, alternating tasks, proper lifting techniques, back safety training, use of carts; slip resistant shoes; use of hand trucks and dollies; limit storage on upper shelves; store heavy items at below shoulder height	N	1	5	3	3	45								
	Cuts and abrasions, punctures, finger injuries	Tier 1 inspections, Padded sharp edges, furniture design, safe tool design (example: staple removers, box cutters)	N	1	5	1	3	15								
	Moving around equipment- Falls on same level, falls from step stools; Slip and trips	Housekeeping, maintenance of floor/work surfaces, Tier 1 inspections, clearance in aisle-ways, mats on slick flooring; step stools with anti-skid features	N	1	5	3	3	45								
	Electrical hazard- shock	Proper grounding of equipment, limited use of extension cords, NRTL equipment, Tier 1 inspections	N	1	5	2	1	10								
	Water Quality (Tap and Bottle)	Testing of tap water, flushing line before using for cooking/drinking, proper cleaning of bottle dispenser	N	1	5	1	1	5								

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General office area room occupancy	Climate, comfort, air quality	Proper lighting, HVAC units and their proper maintenance, custodial services, Tier 1 inspections, IAQ investigations, housekeeping, no parking near air intakes	N	1	4	1	3	12								
	Mold	Facility Maintenance, HVAC, housekeeping, cleaning AC filters, roof maintenance, IH evaluation, Tier I inspections	N	1	5	3	3	45								
Walking to parking lots, in hallways, and in offices	Falls to same or lower level	See Site JRA <i>Walking</i> or organization specific FRA or JRA.	-	-	-	-	-	-								
Using elevators	Falls to same level	See Site level JRA <i>Walking</i> or organization specific FRA or JRA.	-	-	-	-	-	-								
Using Portable Space Heaters and Fans	Burns, fire	Use approved appliances that automatically turn off if tipped over, housekeeping	N	1	3	1	2	6								
Kitchen Areas	Slips and falls	Housekeeping, maintenance of floor/work surfaces, Tier 1 inspections, no skid mats	N	1	5	1	2	10								
	Electrical Hazard/Shock	Proper grounding (GFCI), Tier I inspections, use of approved devices, limited use of extension cords, automatic timers	N	1	5	2	2	20								

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	Burns, Broken Glass	Use of automatic timers on appliances	N	1	5	1	2	10								
Further Description of Controls Added to Reduce Risk:																
*Risk:	0 to 20 Negligible	21 to 40 Acceptable	41 to 60 Moderate				61 to 80 Substantial				81 or greater Intolerable					